

Dear [Congregation Name] Members,

We are excited to inform you about our upcoming expansion plans that will enhance our community and services.

After thoughtful consideration and planning, we have decided to expand our facilities to better serve our congregation's needs. This expansion will include:

- A larger worship space for our Sunday services
- Additional classrooms for our children and youth programs
- Community gathering areas for events and fellowship

The expansion project will commence on [Start Date] and is expected to be completed by [End Date]. We appreciate your support and prayers during this time of growth.

We invite you to attend an informational meeting on [Meeting Date] at [Meeting Time] in [Meeting Location], where we will discuss the plans in detail and answer any questions you may have.

Thank you for your continued support and dedication to our congregation.

Sincerely,
[Your Name]
[Your Position]
[Church Name]